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LAND REFORM IN AFGHANISTAN (LARA) PROJECT
CONSULTANT TRIP REPORT – Mark Samuels

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LAND REFORM IN AFGHANISTAN (THE LARA PROJECT)
CONSULTANT TRIP REPORT

September 26 - October 26, 2013

TABLE OF CONTENTS

ACRONYMS AND ABBREVIATIONS

AGCHO	Afghan Geodesy and Cartography Head Office
ALRMIS	Afghan Land Records Management System
Arazi	formerly the Afghanistan Land Authority
CDMS	Cadastral Data Management System
COP	Chief of Party
DRACS	Deeds Registry Archive Conversion System
GIRoA	Government Islamic Republic of Afghanistan
IDLG	Independent Directorate for Local Governance
LARA	Land Reform in Afghanistan
LTERA	Land Tenure and Economic Restructuring in Afghanistan
MAIL	Ministry of Agriculture, Irrigation, and Livestock
MUDA	Ministry of Urban Development Affairs
SOW	Scope of Work
USAID	United States Agency for International Development

PREFACE

The United States Agency for International Development (USAID)Land Reform in Afghanistan Project (LARA Project)is managed by Tetra Tech ARD under USAID Contract No. 306-C-00-11-00514-00, with implementation assistance from its partners Tetra Tech DPK, International Land Systems (ILS), Development & Training Services Inc. (dTS), and Landesa (formerly the Rural Development Institute).

LARA project's primary government partners are Arazi (formerly the Afghan Land Agency), the Ministry of Urban Development Affairs (MUDA), the Independent Directorate of Local Governance (IDLG), as well as the Supreme Court and selected local municipalities.

The purpose of the LARA project is to develop a robust, enduring, and Afghan-owned and-managed land market frame work that encourages investment and productivity growth, resolves/mitigates land-based conflict, and builds confidence in government's legitimacy, thereby enhancing stability in Afghan society.

The Project continues USAID/Afghanistan's support for land reform and land rights strengthening that began through the earlier LTERA Project. The LARA project currently comprises an 18-month Base Period and an 18-month Option Period, with a contractamountof$41.8 million. The LARA project is designed to contribute to USAID's AO and Afghanistan National Development Strategy. Three influences will help shape The LARA project's contributions to this Objective:(1) the foundations provided by the former USAID Land Tenure and Economic Restructuring in Afghanistan(LTERA) project that provides a starting point and methods that can be adapted; (2) USAID/Afghanistan management objectives including Afghanization and conflict mitigation; and (3) the following major LARA project objectives:

- Improve property rights delivery (land administration and formalization);

- Enable all citizens (women, minorities, and vulnerable populations) to exercise their rights through public information awareness (PIA);

- Strengthen land dispute resolution processes to reduce conflict and promote peace and stability;

- Promote economic development through clear and enforceable property rights, PIA, land rights delivery, and land dispute resolution; and

- Strengthen institutional, policy, and legal reform to secure property rights for Afghan citizens;

- Provide assistance in the cross cutting areas of gender, training, PIA, and private sector development. These objectives are supported by three components that provide the over-arching structure for Programming activities and tasks in the work-plan areas follows:

1. "**Informal Settlements & Formalization**"- Support MUDA, AGCHO, IDLG, and the Municipality of Jalalabad with informal settlements upgrading, formalization, cadastral mapping, laws for urban planning and land use regulation, and training in planning and enforcement. Also, this project strengthens tenure security by supporting the Supreme Court and communities with rights formalization and informal dispute resolution.
2. "**Legal Framework**"- Provide limited assistance to MAIL/Arazi to identify, manage, lease, and obtain revenue from Afghan government lands and provide targeted technical assistance.
3. "**Capacity Building**"- Build capacity of public (AGCHO, MAIL/Arazi, IDLG, MUDA, Supreme Court) and private sector land service providers to improve and streamline land tenure processes to Afghan private and public sectors.

EXECUTIVE SUMMARY

This trip report covers the activities of the consultant between his arrival in Kabul on September 28, 2013 and his departure on October 26, 2013.

During that time the consultant assisted with installations of the DRACS system at the Supreme Court makhzan and GRM Registry for the ALRMIS system at Arazi. From October 5 through October 17 the consultant conducted training for personnel from the Arazi Kabul Office and for six Arazi personnel from the provinces on the use of GRM Registry. From October 19 to 23 the consultant was engaged in training court makhzan staff in the theory and practical use of GRM Registry Backfile for the DRACS system. Both training courses included sessions for the training of trainers, and updated training documentation was provided both in Dari and in English to the trainees, Arazi, the Supreme Court and the provincial makhzans. A tool for importing and cleaning legacy data from the makhzans was installed and tested and training on its use was conducted. UAT for DRACS was conducted in February 2013 and not necessary for this consultancy.

DELIVERABLES

BI-WEEKLY REPORT #1

NO#	TASK	STATUS	COMMENT
1.	Initiate training ARAZI staff in the use of ALARMIS	Completed	Twenty-Eight (28) participants took part in the initial training in the use of ALRMIS.
2.	Assist with installations of the DRACS and ALRMIS systems in GIRoA and LARA offices;	Completed	DRACS was updated at the Kabul Makhzan office
3.	Configure new computers in Kabul Makhzan Office	Completed	Windows Operating System needs to be activated. Activation code was not provided at time of delivery of new PCs to the Kabul Makhzan. The CDs that consist of the activation codes for the Windows Operating System are still located at the LARA project office and should be handed over to a Harakat representative to activate the Windows Operating System on the three new computers.
4.	Install and Configure Anti-virus on new computers in Kabul Makhzan Office	Incomplete	Anti-virus was installed but not activated because a requirement of activation is the availability of internet access and the office doesn't currently have any. The activation codes for the three anti-virus was given to the Harakat representative for this

NO#	TASK	STATUS	COMMENT
9.			to be applied to the computers located at the Kabul Makhzan.
5.	Install DRACS release 6 on new computers in Kabul Makhzan Office	Completed	It must be noted that the server currently located at the Kabul Makhzan is deem inadequate. The server is very slow. This is might be a result of its current configuration. With its present configuration this server will present a challenge when future upgrade will be required for DRACS.

Please note the server located at this Makhzan was not provided by the LARA project hence the project is not responsible for the configuration of this server. |
| 6. | Install and configure ETL in Kabul Makhzan | Incomplete | There were issues identified in ETL that requires the input of the TR developers. These issues have been identified and resolved. the issues were related to the both the install and user manuals and the application.
With the issues now it is now possible for any of the identified system administrators to be able to install, configure and execute ETL in order to import the necessary textual information from the access database and the scanned documents into the DRACS. |

BI-WEEKLY REPORT #2

NO#	TASK	STATUS	COMMENT
7.	Assist in training LARA, Harakat, and client project staff through structured courses as well as providing on the job training support to project counterparts	Completed	Twelve (12) participants from various Makhzans, including from the provinces, took part in the initial training in the use of DRACS.

Please note that no participants from the private scanning company were able to take part in the DRACS training because of administrative issues on their part. |
| 8. | Review and update the training materials prepared by Thomson Reuters for DRACS and ALRMIS systems | Completed | |
| 9. | Provide train-the-trainer training for DRACS and ALRMIS system usage | Partially | Although no participants from the private scanning company were able to take part in the DRACS training because of administrative issues on their part a few individuals were identified by Harakat who can provide training services to the other participants. These specific individuals have shown great interest during the training sessions and have |

			demonstrated that they can indeed step up to the challenge to train other participants in use the DRACS.

Unlike DRACS, ALRMIS is more complicated and involves also the GRM Cadastre component hence the participants have a wider area to cover and might require follow-up training. The interpreter Mr. Mohammad Alauddin has been identified as a possible resource to assist the ALRMIS users. Mr. Mohammad Alauddin has shown enough knowledge of ALRMIS to take on this challenge. |
10.	Assist Harakat and Supreme Court Makhzan staff in establishing the required document conversion production line, including the necessary processes and procedures related to migration, quality checking, and adjustment (where required), of digital legacy data	Completed	
11.	Provide train-the-trainer training for DRACS and ALRMIS system usage	Partially	Completed for DRACS
12.	Deliver the updated training documentation for both the ALRMIS and DRACS systems based on the train-the-trainer sessions	Completed	

APPENDIX

Scope of Work for
Mark Samuels
Training Specialist
Manatron Inc. – A Thomson Reuters Company

BACKGROUND & OBJECTIVES

The purpose of the LARA project is to develop a robust, enduring, and Afghan-owned and-managed land market framework that encourages investment and productivity growth, resolves/mitigates land-based conflict, and builds confidence in government's legitimacy, thereby enhancing stability in Afghan society.

Tetra Tech ARD's subcontractor, Manatron, Inc. – A Thomson Reuters Company (formerly International Land Systems (ILS), Inc.), will deploy and configure agency specific versions of its suite of Commercial-Off-The-Shelf (COTS) land administration IT solutions – GRM Cadastre, GRM Registry, and OpenTitle.

The central theme underpinning this assignment is the introduction of practical and sustainable land administration solutions. It is important that these systems are not over engineered beyond current local capacity or needs, while ensuring the flexibility to expand and increase the capability of the systems if and when the requirement and need is established.

STATEMENT OF DUTIES AND RESPONSIBILITIES

Based on the complexities experienced in recent weeks with the current installed alpha and beta release candidates for both the DRACS and ALRMIS systems, Thomson Reuters feels it would be more productive to have the consultant in Afghanistan and working directly with the Client and partners (Harakat) for training. The consultant will continue in his role as Training Specialist and serve as a trainer on the Thomson Reuters software as well as provide additional support to the production deployment activities.

- Review and update the training materials prepared by Thomson Reuters for DRACS and ALRMIS systems;
- Assist in training LARA, Harakat, and client project staff through structure courses as well as providing on the job training support to project counterparts;
- Provide train-the-trainer training for DRACS and ALRMIS system usage.
- Reinforce the initial training with following on-the-job training to both projects DRACS and ALRMIS;

- Assist with installations of the DRACS and ALRMIS systems in GIRoA and LARA offices;
- Assist Harakat and Supreme Court Makhzan staff in establishing the required document conversion production line, including the necessary processes and procedures related to migration, quality checking, and adjustment (where required), of digital legacy data
- Support the user acceptance testing (UAT) with LARA counterparts;
- Other reasonable activities required from time-to-time by the Chief of Party

DELIVERABLES

- The consultant will provide a bi-weekly report on the activities and task assigned to him;
- The consultant will assist with the delivery of the UAT documents for the ALRMIS system;
- The consultant will deliver the updated training documentation for both the ALRMIS and DRACS systems based on the train-the-trainer sessions.
- The consultant will conduct the train-the-trainer training session for the DRACS deployment and provide follow up on-the-job training.
- The consultant will produce a process and procedures document for scanning and indexing of analogue land records, and the migration and cleaning of digital legacy data.

LEVEL OF EFFORT

Level of Effort for this assignment is up to 30 days. This LOE is intended to cover the period of between September through the end of October.

REPORTING

The Training Specialist will work under the direction of the Thomson Reuters Project Manager with progress reports to Tetra Tech Inc.'s Senior Technical Adviser & Manager as well as the Chief of Party.